



800 Field Drive • Lake Forest, IL 60045
Phone 847.234.2600 x2 • Fax 847.615.4383
www.cityoflakeforest.com

Generator Checklist

Community Development Department

Notice to Building Permit Applicants

All applicants are encouraged to submit permit applications and construction documents online via the City's web portal at www.bsaonline.com. City Staff is available to assist you in the registration and application process.

Submitting applications and construction documents digitally will allow the City to serve our customers more efficiently. Design professionals can provide digital plans for submittal, if necessary, City Staff will assist in obtaining digital plans from design professionals. For smaller projects, plans printed on 8½ x 11 or 11 x 17, staff is available to scan documents as necessary to convert them to a digital format.

City staff reviews all plans electronically. The final approved construction plans and documents will be made available on the City's web portal. Or, upon request, a copy can be emailed to the property owner or applicant. Property owners are responsible for providing a copy of the approved plans and documents to others who may need them. Upon request, the City will print a copy of the approved plans in an 11x17 format.

To expedite reviews, please submit all of the following information:

PERMIT APPLICATION.

Provide a copy of all of the following:

PLAT OF SURVEY. The survey shall include proposed generator location, dimensions from the property lines, proposed gas lines, existing utility meters, air conditioning units, and mechanical intakes/exhausts.

MANUFACTURER'S SPECIFICATION SHEETS.

ONE LINE DIAGRAM OF THE EXISTING AND PROPOSED EQUIPMENT. Provide complete information on the line drawing showing pipe size, wire size, number of conductors, and other pertinent information to the application.

LOAD CALCULATION WORKSHEET.

FUEL GAS LINE SIZE, LENGTH AND TAP LOCATION. Provide fuel gas line sizing, lengths, and CFM or BTU of each connected appliance.

PLAN VIEW OF THE ELECTRICAL EQUIPMENT ROOM. The plan shall include the required working clearances about the electrical equipment. The City of Lake Forest requires 3' to each side and 4' in front of the main electrical panel(s) to remain clear of walls and other equipment for access to the panels.

Prior to issuance of the permit, the following information shall be up to date or submitted to the Community Development Department:

ELECTRICIAN'S LICENSE.



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FOR OFFICE USE ONLY
 Permit # _____

Building Permit Application

Community Development Department

PROJECT ADDRESS *(Please print)*

OWNER INFORMATION *(Please print)*

Owner(s) of Record _____

Address _____

City / State _____ Zip Code _____

Phone Number _____ Email Address _____

BUILDING TYPE *(Please check applicable box)*

1 – 2 Family Dwelling
 Multi Family
 Commercial
 Bldg. Sq. Footage _____

SCOPE OF WORK *(Please check all that apply)*

- | | | |
|--|--|--|
| <input type="checkbox"/> New Construction
LOT # _____
SUB. _____ | <input type="checkbox"/> Elevator | <input type="checkbox"/> Sanitary Sewer |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Exterior Lighting | <input type="checkbox"/> Shed/Accessory Structure |
| <input type="checkbox"/> Alteration | <input type="checkbox"/> Fence/Screen/Wall/Pillar | <input type="checkbox"/> Sign/Temporary Sign |
| <input type="checkbox"/> Chimney/Tuckpointing | <input type="checkbox"/> Garage | <input type="checkbox"/> Solar Panels |
| <input type="checkbox"/> Contractor Change | <input type="checkbox"/> Gas Piping | <input type="checkbox"/> Storage Tank Removal |
| <input type="checkbox"/> Curb Crossing | <input type="checkbox"/> Generator | <input type="checkbox"/> Storm Sewer |
| <input type="checkbox"/> Deck/Patio/Stoop | <input type="checkbox"/> HVAC | <input type="checkbox"/> Street Obstruction |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Lawn Irrigation System | <input type="checkbox"/> Water Service |
| <input type="checkbox"/> Driveway | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Water Tap/Water Meter |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Pool/Hot Tub/Spa | <input type="checkbox"/> Window/Doors |
| | <input type="checkbox"/> Revision to Approved Permit/Plans | <input type="checkbox"/> Siding/Exterior Materials |
| | <input type="checkbox"/> Roof | <input type="checkbox"/> Other _____ |

Does the property have a Homeowner or Condominium Association? YES NO

Enter the fair market value of the project including all materials, labor and professional fees \$ _____

SIGNATURE OF PROPERTY OWNER

As Property Owner, I hereby agree and acknowledge that all work must be completed in accordance with applicable Codes, regulations and the approved plans. I have reviewed all documents submitted in support of the permit application and affirm that they are complete and accurate to the best of my knowledge. I acknowledge that falsification of information submitted may result in voiding of the permit and fines and penalties as provided for in The City of Lake Forest Code.

Signature of Property Owner _____

Signature of Owner's Authorized Designee (must have Designee Form attached) _____

Printed Name _____ Contact Phone Number _____



PLEASE PROVIDE A DETAILED DESCRIPTION OF PROPOSED PROJECT

Electrical Project Information

Existing Service Overhead Underground AMPS _____
 Proposed Service Overhead Underground AMPS _____
 Total Quantities of Outlets _____ Fixtures _____ Switches _____

HVAC/Mechanical Project Information

Air Conditioner New Unit Replacement of Existing No. of Units _____
 Furnace New Unit Replacement of Existing No. of Units _____
 Rooftop Unit New Unit Replacement of Existing No. of Units _____
 Unit Wall Heater New Unit Replacement of Existing No. of Units _____
 Duct Work Other Work _____

Plumbing Project Information

Total No. of New/Replaced Plumbing Fixtures _____ Gas Piping
 Total No. of Lineal Feet of Sanitary _____ Storm _____ Water _____
 1 1/2" Tap 1 1/2" Meter 2" Tap 2" Meter
 Size of Other Tap _____ Size of Other Meter _____
 Total No. of Irrigation Heads _____ RPZ Work in City Right of Way
 Describe Emergency Repair Work _____

Roofing Project Information

Tear-off and Reroof Reroof over existing roof (2 total layers permitted by Code)
 Is any hot work (torching) proposed? Yes No
 Number of Squares of Roofing Material Applied _____
 Existing Material _____ Proposed Material _____

Fence / Wall / Pillar Project Information

New Fence Replacement of Existing Fence Electric gate
 Fence Length _____ Fence Height _____ Material Type _____
 Wall Length _____ Wall Height _____ Material Type _____
 Pillar Quantity _____ Pillar Height _____ Material Type _____

Windows / Doors

Existing Window Material _____ Proposed Window Material _____
 Total No. of Window(s) / Door(s) _____ Size/Material/Other Changes? Yes No
 Please indicate cladding type, grille pattern and type (i.e. removable, simulated [recommended], etc.)

Siding / Exterior Materials

Existing Siding Material _____ Proposed Siding Material _____
 Size/Material/Other Changes? Yes No

Please describe any changes in the **Description of Project** section at top of page



GENERAL CONTRACTOR

NAME / COMPANY NAME

COMPANY ADDRESS

Suite/Apt #

CITY

STATE

ZIP

CONTACT PHONE

EMAIL

ELECTRICAL CONTRACTOR

NAME / COMPANY NAME

COMPANY ADDRESS

Suite/Apt #

CITY

STATE

ZIP

CONTACT PHONE

EMAIL

LICENSE #

ISSUED BY

HVAC / MECHANICAL CONTRACTOR

NAME / COMPANY NAME

COMPANY ADDRESS

Suite/Apt #

CITY

STATE

ZIP

CONTACT PHONE

EMAIL

LICENSE #

ISSUED BY

PLUMBING CONTRACTOR

NAME / COMPANY NAME

COMPANY ADDRESS

Suite/Apt #

CITY

STATE

ZIP

CONTACT PHONE

EMAIL

LICENSE # O55 -

ISSUED BY STATE OF ILLINOIS

ROOFING CONTRACTOR

NAME / COMPANY NAME

COMPANY ADDRESS

Suite/Apt #

CITY

STATE

ZIP

CONTACT PHONE

EMAIL

LICENSE #

ISSUED BY STATE OF ILLINOIS

ARCHITECT

NAME / COMPANY NAME

COMPANY ADDRESS

Suite/Apt #

CITY

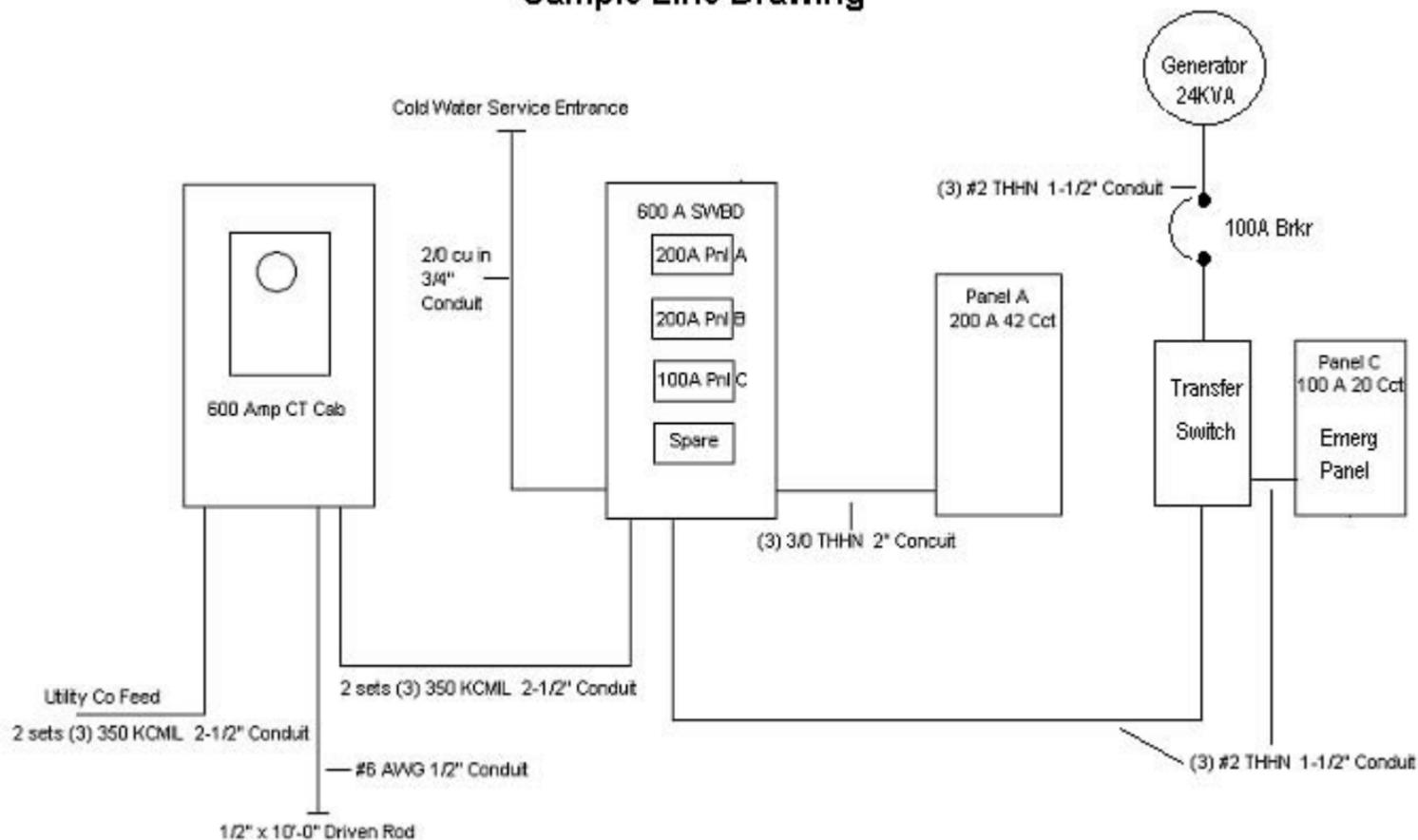
STATE

ZIP

CONTACT PHONE

EMAIL

Sample Line Drawing





The City of Lake Forest

Residential Generator Sizing Calculator

Do not use this sheet for houses with heat pumps, geo-thermal heating or total electric heating.

A General Lighting & Small Appliance Loads

1	Enter the square foot of livable space in your home: (Skip to line 2 if not using whole house method)	<input type="text"/>	
2	For whole house system multiply line 1 by 3 (For partial systems enter total wattage of all lighting circuits supplied by the generator. Enter 1500 for each circuit if the actual wattage is not known.)		x3 <input type="text"/>
3	Enter the number of kitchen appliance circuits. (Min. of 2) (For partial systems enter only the number of kitchen circuits being supplied by the generator.)	<input type="text"/>	
4	Multiply line 3 by 1500		x1500 <input type="text"/>
5	Enter the number of laundry circuits. (Min. of 1) (For partial systems enter only the number of laundry circuits being supplied by the generator.)	<input type="text"/>	
6	Multiply line 5 by 1500		x1500 <input type="text"/>
7	Add lines 2, 4, and 6		<input type="text"/>

B Fastened In Place Appliance Loads

Enter the number and va of each appliance listed.
If the appliance va is unknown then use the default shown in parenthesis.

	A Qty	B va(watts)	C Total
Electric Water Heater (4500va)			
Electric Dryer - 230 volt (5000va)			
Dishwasher (1200va)			
Central Furnace (1200va)			
Trash Compactor (1200va)			
Air Cleaners (600va)			
Central Vacuum (1500va)			
Refrigerator not included in section A (800va)			
Stand alone freezer (700va)			
Wine Cooler (600va)			
Portable Spa/Hot Tub (14,000va)			
Steamer (9000va)			
Warming Drawer (750va)			
Storm Water Sump Pump (1200va)			
Sanitary Sewer Ejector Pump (1500va)			
Garage Door Openers (1200va)			
Elevator Motor (7000va)			
Pool Pumps (1200va)			
Attic Fan(s) (650va)			
Electric Range (12000)			
Electric Cooktop (12000)			
Electric Oven (12000)			

	Whirlpool/Bubble Tub (1200va)	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	Add the amounts in column C		<input type="text"/>	
9	If there are four or more appliances entered above then enter .75, otherwise enter 1.		<input type="text"/>	
10	Multiply the amount in line 8 by line 9			<input type="text"/>

C Heating & AC Equipment

Enter the rating from each Fixed electric heater. Include bathroom type heating fans.

	A		
	Watts (1000 watts equals 1 kW)		
11	Fixed electric space heating unit #1	<input type="text"/>	
12	Fixed electric space heating unit #2	<input type="text"/>	
13	Fixed electric space heating unit #3	<input type="text"/>	
14	Fixed electric space heating unit #4	<input type="text"/>	
15	Total heating load, add the amounts in column A		<input type="text"/>

Enter the Running Load Amp amounts from the nameplate on each unit.

	R.L.A.		
16	Air Conditioning unit #1	<input type="text"/>	
17	Air Conditioning unit #2	<input type="text"/>	
18	Air Conditioning unit #3	<input type="text"/>	
19	Air Conditioning unit #4	<input type="text"/>	
20	Add the amounts in column A		
21	Multiply line 20 by 230		<input type="text"/>
22	Enter the larger of the amounts in lines 15 and 21.		<input type="text"/>
23	Add the numbers from lines 7, 10, and 22.		<input type="text"/>

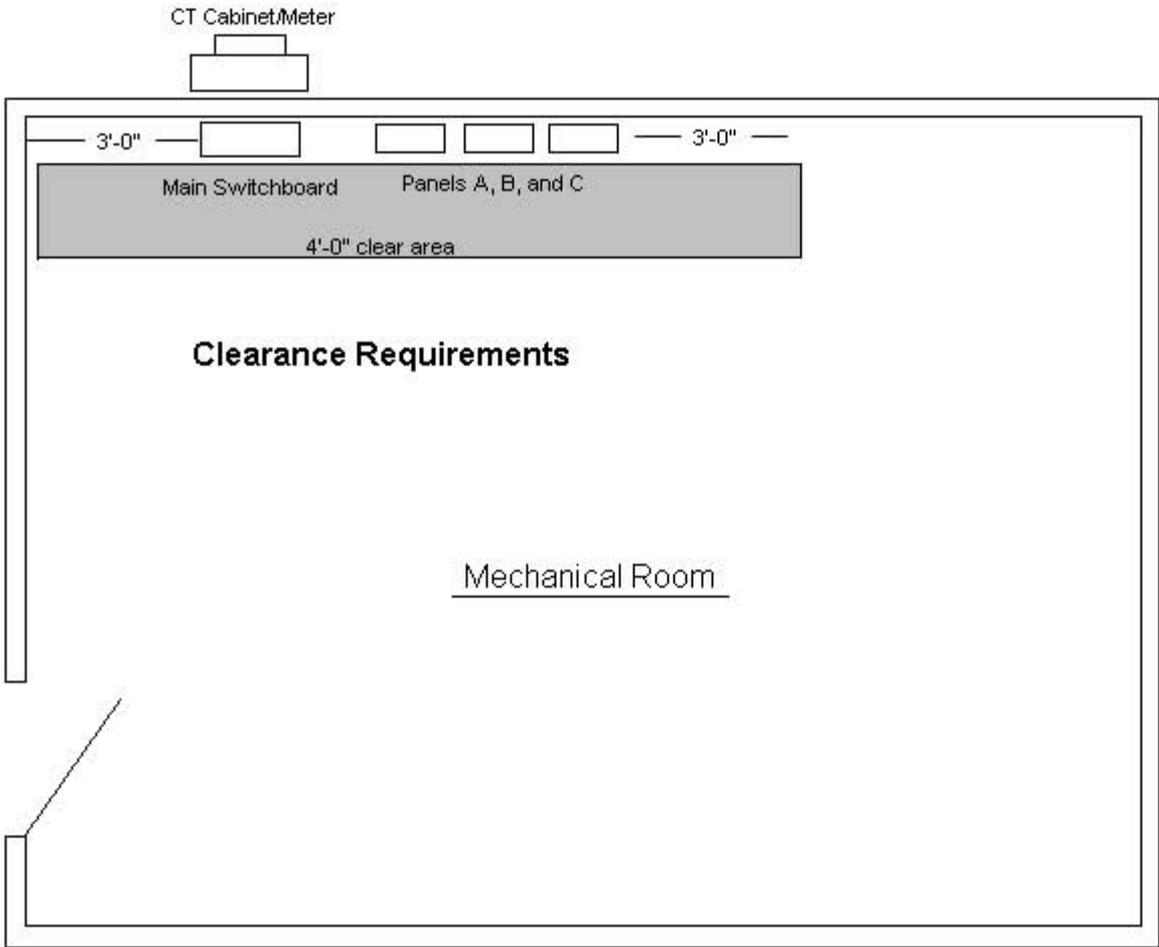
D Calculated Load

24	Enter the amount from line 23 here. If amount is less than 10,000 enter the amount from line 23 on line 29 and go to Section E.	<input type="text"/>
25		<input type="text" value="10000"/>
26	Deduct line 25 from line 24 but not less than 0	<input type="text"/>
27	Multiply line 26 by 40% (.40)	<input type="text"/>
28	Add 10000 to line 27	<input type="text"/>
29	Enter line 28. This is the size generator needed before any load management is applied.	<input type="text"/>

E Load Management Applied

Enter the va or kW for each appliance on a load management module(s).

	Appliance Name	kW
30	Appliance #1	<input type="text"/>
31	Appliance #2	<input type="text"/>
32	Appliance #3	<input type="text"/>
33	Total L.M. Add lines 30, 31, and 32	<input type="text"/>
34	Deduct line 33 from line 29. This is the total generator kW rating required	<input type="text"/>



Electrical panels and equipment shall have working clearances of 3'-0" to each side and 4'-0" in front of the equipment. All measurements shall be to any adjacent walls or other obstructions.